

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

1.693

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Class Specifications
for the Class:

LAND DOCUMENT RECEIVING CLERK II

Duties Summary:

Supervises and participates in the receiving and docketing of legal papers filed with the Registrar of Conveyances; checks documents for completeness and compliance with recording laws, rules and regulations; provides staff assistance to the Registrar of Conveyances by gathering data on budget and other divisional management matters and performs other duties as required.

Distinguishing Characteristics:

This class differs from the Land Document Receiving Clerk I in that the Land Document Receiving Clerk II is responsible for a unit engaged in the receiving and docketing of legal papers filed with the Registrar of Conveyances, and, in addition, assists the Registrar of Conveyances in the housekeeping activities of the division; whereas the Land Document Receiving Clerk I is primarily engaged in the receiving and docketing of legal papers filed with the Registrar of Conveyances under the Hawaiian Land systems, checking for compliance with statutes, rules and regulations, collecting fees as scheduled, and searching for requested information.

This class differs from the Land Court Document Receiving Clerk II in that the Land Document Receiving Clerk II not only supervises and participates in the receiving and docketing of legal papers filed with the Registrar of Conveyances under the Regular Land Registration system but also assists the Registrar with the housekeeping activities of the division by gathering and compiling data and statistics on personnel, budget, equipment, etc., and makes recommendations thereon; whereas the Land Court Documents Receiving Clerk II supervises, instructs and participates in the receipt and docketing of Land Court Documents and in the preparation of certificates of title.

This class differs from the Land Document Indexing Supervisor in that the Land Document Receiving Clerk II is

responsible for the unit engaged in the receiving and the docketing of legal documents and maps filed with the Registrar of Conveyances; whereas the Land Document Indexing Supervisor supervises the work of maintaining the Daily Entry Book and indexes with their classification and consolidation activities.

Examples of Duties:

Assigns work and reviews the checking of legal instruments filed with the Registrar of Conveyances under the Regular Land Registration system for form, references, encumbrances and acknowledgments; accepts and stamps legal papers and documents at the counter; classifies documents to assign, collect, and receipt for fees thereto; checks lots against file plan; checks descriptions of land conveyed for conformance with registration rules, and extracts information from documents for ledgers; checks deeds for full names, marital status, address of grantors and grantees, granting clause for conformance, Hebendum clause against granting clause for conformance, and for encumbrances such as easements, mortgages, grants, and condemnation suits; checks involuntary instruments such as tax liens, attachments, mechanic liens, and lis pendens for proper identification of interested parties; makes decisions on questionable documents and recommends the entitling of documents for recordation and filing according to statutory requirements; gives general information to the public; issues purchase order; conducts annual inventory; estimates supply requirements; accounts for division's receipt of monies collected from fees assessed; compiles data on budget, personnel, equipment, staffing and other management matters pertaining to the operation of the division; prepares reports of various sorts including quarterly and annual budget and divisional reports; assists in the formulation of divisional policies, procedures, rules and regulations governing the operation of this division and which are in accord with departmental policies, rules and procedures; maintains the divisional files and records on budget, personnel, equipment and others.

Minimum Qualification Requirements:

Experience and Training: (1) Five years of progressively responsible office experience of which four years should have been in checking and reviewing of legal documents pertaining to

land transactions, and graduation from high school; or (2) any equivalent combination of experience and training.

Knowledge of: All legal forms and documents used in the Hawaiian land systems, State laws, rules and regulations pertaining to the registration of property; forms of conveyances; elementary bookkeeping practices; standard office practices and procedures; principles and practices of supervision.

Ability to: Understand and interpret laws, rules and regulations; extract essential information from written materials; deal courteously with people; maintain accurate fiscal accounts; prepare financial reports; organize and complete assigned tasks; establish effective working relationships with others.

This is the first specification approved for the new class
LAND DOCUMENT RECEIVING CLERK II.

DATE APPROVED: 2/28/63

Edna Tavares Taufaasau
(Mrs.) EDNA TAVARES TAUFASAU
Director of Personnel Services